



**American Language Center
8th Annual “Shaping The Way We Teach” Conference
May 6-7, 2016**

***Meeting the Challenge:
Problem-Solving from the Field***

Call for Participation

**Deadline for Receipt of Proposals for Presentations and
Poster Sessions**

April 3, 2015



The American Language Center in English Language Office, U. S. cooperation with the Regional Embassy is pleased to announce the eighth annual “Shaping the Way We Teach” conference.

Conference Theme:

***Meeting the Challenge:
Problem-Solving from the Field***

This year’s theme invites us to explore the challenges we face in our schools and institutions as we work hard to help our students meet and exceed expectations. We know that it is the people in the field who are best able to understand these challenges and we would like to learn about the creative and resourceful ways you are overcoming them.

Invitation to Participate

We welcome a wide variety of proposals in order to represent the diversity of contexts where English language teaching and learning take place and the diversity of challenges that we face in the MENA region. All professionals in the field of English education teachers, supervisors, trainers, materials developers, local organizations, school directors are invited to share their practical knowledge and experience.

Complete the proposal form and send to: brigitte-r@alc.edu.jo.

The deadline for submitting proposals is **Monday, April 3rd, 2016**. Notices of acceptance will be sent in writing by Friday, April 22nd, 2016.

For further information contact:
American Language Center: 552-3901 x 20

2015 ALC Conference Proposal Guidelines

Meeting the Challenge: Problem-Solving from the Field

For the second time at the American Language Center English Language Teachers' conference, we are offering participants two ways to present their ideas: **poster sessions** and **presentations**.

Why do poster sessions?

Poster sessions are an alternative for those who would like to share their ideas using a format less formal than a 45/90 minute presentation. Topics can include, but are not limited to:

- a creative lesson or project
- specific challenge in the classroom and innovative solutions
- multiple ideas for development regarding a particular skill
- research conducted by the presenter

How does it work?

Participants whose proposals are accepted will be scheduled to set up their posters, and they will be notified regarding what times they should be available to speak with attendees. Posters should be set up early on the first day of the conference prior to the beginning of the sessions.

Poster Formatting Guide

Poster dimensions should be A1 size (1 m by 70 cm). The poster should include a balance of visuals and print. The printed text should be large enough to read from a distance of 2 meters. Most posters will be displayed on the wall, but there will be some room for placing posters on a table top (in this case, presenters must have a poster that can stand on its own). Here are some tips for a successful poster presentation:

- Be clear about what specific idea you want to communicate
- Keep your audience in mind
- Use visuals (symbols, pictures, illustrations, charts, etc.) whenever possible
- State main ideas in large print

Should I do a poster session or presentation?

If you are not sure whether you should do a poster session or presentation, ask yourself the following questions:

- Do I have enough material to share for 45/90 minutes?
- Is it clearly related to the themes of the conference?
- Can I offer the teachers a variety of practical tips based on my own experience?

Presenting at a conference is a great opportunity for your own professional development as a teacher, allowing you to share your experiences and spread best practices, innovative ideas and/or conclusions from research.

Tips for a Successful Presentation

Presentations vary because each individual will have his/her own style and the structure of the session depends on the topic and objectives of the presenter. However, the following guidelines are helpful for all presenters:

- Introduce yourself and the purpose of your presentation. Make sure it is coherent with the description in the conference booklet.
- When possible, engage the audience through stimulating questions, opportunities for brainstorming, brief pair work/group work, etc. so they are active learners, not passive listeners!
- Keep your audience in mind.
- Power point should not take the place of a presentation, merely complement it.
- Plan to leave at least a few minutes at the end for questions.
- Make sure to have enough handouts which cover your main ideas. Include contact information for future networking possibilities.
- Be dynamic and enthusiastic!

Please fill out the correct form.

Send completed form to: brigitte-r@alc.edu.jo.

Deadline for proposal submission: **Monday, April 3rd, 2016.**

<p style="text-align: center;">Poster Session Worksheet</p> <p>Please include the following information at the beginning of your proposal.</p> <ul style="list-style-type: none">• First Name• Last Name• Institution Name and City, Country• Email
<p>Poster Title: 10 word maximum</p>
<p>Description of Poster Session: (maximum 150 words) Include the basic topic of your poster, how it relates to the conference theme, and describe how you will present the information to your audience.</p>

Presentation Proposal Worksheet

Please include the following information at the beginning of your proposal.

- First Name:
- Last Name:
- Institution Name and City, Country:
- Email:

Biographical Information: State how you would like to be introduced (30 words maximum).

Title of Presentation (10 word maximum)

Interest Section: Select the interest section that is most relevant to your presentation.

- ☐ Young Learners
- ☐ Teenagers
- ☐ Adults
- ☐ English for Specific Purposes
- ☐ Assessment of Language Skills
- ☐ Technology and Blended Learning
- ☐ English Language Teaching Methodology
- ☐ Innovation in Language Teaching and Learning
- ☐ Teacher Education

Duration of Presentation:

- ☐ 45 minutes ☐ 90 minutes

Equipment Needed: ☐ Data Show ☐ Laptop ☐ Speakers
☐ Flip Chart/Markers

Other: _____

Abstract for the Conference Program (maximum 50 words): The abstract will appear in the conference program. It should be written with the audience in mind and clearly indicate the presentation's quality and content.

Session Description (maximum 200 words):

The session description should include

- clear statement of purpose and objectives
- description of relevancy to audience and conference theme: *Be certain to clarify the challenge you are addressing.*
- current research and/or practices related to session topic
- a variety of techniques for presentation of material (visual aids, audio, video, etc)

With these criteria in mind, peer reviewers will look for evidence that the session will be of high quality and appropriate for the time allotted.